

The Wisconsin Caregiver Academy Temporary Distance Learning for Train-the-Trainer

Due to the current state of emergency with COVID-19, the Wisconsin Department of Health Services (DHS) and the Wisconsin Community-Based Care and Treatment Training Registry (the Registry) have agreed to allow distance learning to occur for department approved Train-the-Trainer programs until DHS and the Centers for Disease Control (CDC) determine the current threat of COVID-19 has ended.

The Wisconsin Caregiver Academy has been approved to offer the distance learning option for all four Train-the-Trainer classes. You will have the option to either attend the web based, online class or you can reschedule for a later date to receive the in-person training. **In order to attend the web based class, participants must be able to meet the following requirements:**

1. Access to a computer and internet and have the ability to navigate on a computer.
2. Access to a webcam or other live video tool where the instructor can see the participants to ensure engagement and participation in the learning activities.
3. Identify a person who can act as a proctor for the testing components. The proctor will hand the tests to the employee and then collect the tests upon completion. The proctor must scan or can take a picture of it and send the test immediately for grading. You will need to provide the name of your proctor and their email address prior to the start of the class. Proctors must be available at the end of the day, between 4-5 pm when the testing takes place. Proctors must meet the following criteria:
 - a. A person who is licensed or credentialed in the state of Wisconsin.
 - b. A management level person of the facility who is on the registry for the classes.
 - c. An approved instructor for one of the registry classes.

The original test should be mailed within 10 days to the University of Wisconsin-Green Bay.

In addition to the above information, for the Medication Administration course, proctors must meet the following additional requirements:

1. They must be licensed to administer medication in the state of Wisconsin, a management level person, or a registry approved Medication Administration Instructor.
2. Management level person must be on the registry for Medication Administration.
3. The proctor must be comfortable with preparing and administering the skills demonstration test.

For the Medication Administration training, the Train-the-Trainer instructor will reach out to all participants within 60 days as a follow-up to the distance learning to assure compliance and understanding of the medication administration procedures that were taught.

Please note, if a participant is not able to meet the requirements listed above, the distance learning method will not be an option.